

Department of State

Department Circular No. 59
September 23, 1953

SUBJECT: Policy on Reduction of Accumulated Annual Leave
Balances Which Exceed 30 days as of the End of the
Leave Year

1. Purpose

This circular informs all employees of the provision of law relating to the reduction of accumulated annual leave, and of the Department's plan for such reduction. Department Circular No. 43, dated July 28, 1953, explained the recent changes in annual leave.

2. Authority

Section 6 of Public Law 102, 83rd Congress, directs heads of Departments and agencies to take such action as may be necessary to bring about reductions, within a reasonable period of years, in the accumulated annual leave to the credit of employees which is in excess of the maximum accumulation of 30 days now allowed (except that 45 days is the allowable maximum for employees recruited for service outside the several States and the District of Columbia, exclusive of employees of the Foreign Service for whom home leave provisions are authorized). The Department is required to submit to the Civil Service Commission such reports as may be requested with respect to the action taken.

3. Policy

3.1 It is the policy of the Department to require employees who have accumulated annual leave in excess of 30 days at the end of the leave year 1953 to use six additional days of leave a year, starting with the leave year which begins January 3, 1954. This additional six days' leave a year will reduce an accumulated leave balance of ninety days to thirty days over a ten-year period. For employees with a lessor accumulation, the period of years over which the excess leave balance will be eliminated will, of course, be shorter. For example, an employee with a 60-day accumulation of leave as of the close of the leave year (January 2, 1954) will be required to eliminate the excess, namely 30 days, in five years (at the rate of 6 days a year).

- 2 -

- X
- 3.2 Employees who have transferred accumulated annual leave balances in excess of ninety days are required to reduce such excess leave by at least 10 percent annually, starting with the leave year which begins January 3, 1954. This will reduce the largest balance of accumulated annual leave (128-5/8 days) to thirty days over a ten-year period.
- 3.3 The attached table explains this accumulated leave reduction plan more completely, indicating the necessary total annual grant of leave for employees who regularly earn twenty-six and twenty days of annual leave a year. It is highly improbable that any employee with less than three years' service and earning thirteen days of annual leave a year could acquire an accumulated leave balance in excess of thirty days.
- ✓ 3.4 This policy does not prescribe a maximum for the use of excess annual leave balances; a more rapid liquidation of excess annual leave in those cases where employees can be spared is encouraged whenever the workload requirements permit such action.
- 3.5 No definite amount of accumulated annual leave reduction will be required for the fraction of the year remaining in 1953, but supervisors are urged to grant as much leave as possible, where it will reduce the accumulated leave and will not impair the operations of the office. Supervisors and employees are also reminded that the current annual leave accrual must be used before January 2, 1954, or forfeited, in all cases of employees who carried forward accumulated leave balances of 30 days or more on December 21, 1952.
- 3.6 The inactive leave balances to the credit of Presidential appointees whose salaries are in excess of \$14,800 are not affected by this policy.

4. Responsibility

- ✓ 4.1 The responsibility for meeting the requirements of the law and this policy rest jointly with the supervisor and the employee.
- ✓ 4.2 The supervisors who are authorized to grant leave are responsible for seeing that this policy is complied with; the leave should be granted whenever possible when the employee wishes to take it. But if the employee fails to apply for leave he may be placed on leave administratively at any time to meet the requirements of the law and of this policy, subject to approval by the Office of Personnel.

- 3 -

4.3 It is the responsibility of each employee having an excess accumulated leave balance to begin immediately to plan for absences on leave and to submit requests for annual leave in amounts which will reduce his excess leave balance, so that his supervisor may be aware of his preference and arrange accordingly for his absence. Supervisors should not deny annual leave when requested by employees having excess leave balances, unless it is clearly necessary to do so because of the urgency of work requirements.

4.4 In addition to regular vacations or other long absences planned in advance, employees and supervisors should endeavor to reduce leave balances through the use of occasional one, two, or three-day absences when the operations of the office permit, particularly during the non-summer period and in the course of holiday or other slow operating periods.

5. Exceptions

5.1 It is recognized that it may not be consistent with the exigencies of the public business in some instances to grant the current allowable annual leave of 20 or 26 days, and an additional 6 days' leave each year. In each such case the supervisor shall state in writing the reasons which prevent the granting of the leave and how the excess leave not granted will be absorbed in the following year. Such statements shall be attached to the individual employee's leave card until the end of the year. (See section 6.)

5.2 If more than six days' additional leave is granted in any year, an exception may be made by reducing the minimum requirement of 6 days' excess leave for another year. For example, if an employee used 12 extra days in the 1954 leave year, he might not be required to use an additional 6 days in the 1955 leave year, provided the supervisor authorized to grant leave considers the exception justified. Such cases are to be reported as exceptions to policy.

- 4 -

6. Reports

6.1 The Civil Service Commission is responsible for reporting annually to Congress the progress of reduction in excess accumulated leave. In order that the Department may be in a position to report meaningful data, an inventory of accumulated and current annual leave accrual will be required of each organizational unit of the Department in the near future. Detailed instructions concerning this report will be issued at a later date.

6.2 In order to prepare the annual report required by the Civil Service Commission, it will be necessary to have a certification from each executive director or comparable official in all areas of the Department, which will show that each employee with an excess of accumulated annual leave over 30 days has been granted at least six or more additional days, as the case may require, plus his current accrued leave during the year. Statements on reasons for any exceptions (see section 5) must be included in this report. The first report will cover the leave year beginning January 3, 1954, and will be due in the Office of Personnel on February 1, 1955. It shall be submitted in triplicate, with one copy marked "Attention - Office of Finance".

Attachment:

Leave Reduction Table.

(PER)

State-PB, Wash., D. C.

- 5 -

LEAVE REDUCTION TABLE

6-Day Rate

Balance at Beginning of Current Leave Year (Days)	Excess Leave Balance (Days)	Number of Years To Reduce Excess Leave at Rate of 6-Days per Year		Total Leave To Be Used Yearly for 26-Day Category	Total Leave To Be Used Yearly for 20-Day Category
90	60	10	years	32	26
80	50	8 1/3	years	32	26
70	40	6 2/3	years	32	26
60	30	5	years	32	26
50	20	3 1/3	years	32	26
40	10	1 2/3	years	32	26
35	5	10	months	31	25

10 Percent Per Year

128 5/8	98 5/8	10	years	36*	30*
120	90	10	years	35	29
110	80	10	years	34	28
100	70	10	years	33	27
91	61	10	years	32 1/8	26 1/8

*In tenth year this would change to 34 5/8 and 28 5/8 days respectively.